

**ENGINEERING AND RELATED SERVICES  
JULY 2, 2010**

**STATE PROJECT NO. 737-99-1091  
UPDATE BICYCLE SUITABILITY MAP  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Mr. Brian Parsons

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant shall evaluate the current state highway system determining current bicycle "suitability" conditions and proposing bike route improvements using data collected by the Consultant and data provided by the Louisiana Department of Transportation and Development (DOTD).

**SCOPE OF SERVICES**

The Consultant shall make presentations, create reports, and provide DOTD with a complete statewide bicycle "suitability" map ~~and a statewide goals map~~ developed in ArcGIS format. The Consultant shall create a file geodatabase with two statewide georeferenced and topologically correct bike route polyline\_m features in ESRI ArcMap 9.3 or current version to be utilized in the preparation of the ~~two~~ maps. The DOTD Office of Planning and Programming will supply any existing GIS data sets available to the Consultant for use in this project. The Consultant shall obtain any other required data sets to complete the tasks of this project.

The bicycle "suitability" map will include the results of the physical inventory, a proven and statistically-reliable method of evaluation, plus additional route and bicycle operational safety information that will assist the general public in bicycle travel and route decisions for both recreational and utilitarian travel on the state highway system.

~~Further, the DOTD desires the development of a "goals" map consisting of proposed routes and their general priority for future installation of bicycle "friendly" improvements in conjunction with planned highway construction and improvements. This distinct work product will rely upon the DOTD Surface Type Log (STL), the DOTD Highway Needs Analysis (Needs), the latest Average Annual Daily Traffic (AADT) count data and the current Letting List for upcoming projects as well as data the Consultant shall gather and incorporate, to the extent possible. Consideration of other factors such as route desirability, linkage to existing and planned bicycle facilities within metropolitan areas, and general construction costs should be evaluated.~~ The following tasks are anticipated in this project.

## **TASK 1. ESTABLISH EVALUATION METHODOLOGY & MAP ELEMENTS**

In this first task, the Consultant Team shall prepare and present to the DOTD and an Advisory Committee a written methodology detailing the recommended approach for evaluating the bicycling conditions within the study network and portrayal thereof. This methodology shall also include the extent of the study network, the criteria for evaluation, the method for identification, the evaluation data format and the creation of a file geodatabase and GIS feature. Further, the Consultant shall outline the proposed elements of the final bicycle suitability map to ensure that all pertinent data is collected and/or compiled in Task 2. The Consultant shall proceed with Task 2 following the DOTD's approval of the above methodology and map element. The subtasks of Task 1 are outlined below.

**Subtask 1.1.** The Consultant shall conduct research to identify the methodology to evaluate the relative bicycle friendliness (bicycling suitability) of state highway routes in Louisiana. Based upon the Consulting Team's correspondence, conversations and meetings with DOTD staff regarding this study initiative, and based upon their staffs extensive experience in bicycling conditions evaluation and "suitability" mapping for states and metropolitan areas throughout the United States, the evaluation methodology that will most likely be recommended is the *Bicycle Level of Service Model*. The *Bicycle Level of Service Model* is based on proven research documented in *Transportation Research Record 1578* published by the Transportation Research Board of the National Academy of Sciences. It was developed with background data of over 60,000 miles of urban, suburban and rural roads and streets across North America. It uses the same measurable traffic and roadway factors that transportation professionals use for other travel modes. With statistical precision, the *Model*, clearly reflects bicycling "suitability" or "compatibility" due to measurable factors such as roadway width, bike lane widths and striping combinations, traffic volume, pavement surface conditions, motor vehicles speed and type, on-street parking, and other factors. It is the most widely used statistically-reliable method in the United States of determining bicycle conditions and testing for route "suitability." Numerous metropolitan planning agencies and state highway departments are using this method to evaluate their networks and plan for bicycle facilities. The *Bicycle LOS Model* is also the primary evaluation method in the National Highway Institute's *Bicycle Facilities Design Course*, the standard training course

developed by FHWA for training state DOTs in bicycle facility design. However, we will compare and contrast the differences between this method and other methods so that DOTD can make an independent decision regarding which method to employ.

**Subtask 1.2.** The Preliminary step will be to identify the *initial* extent of the state highway system to be evaluated for both bicycling “suitability” conditions and “goal” identification efforts. This determination shall include not only consideration of the data coverage but shall also be based on the current *Louisiana Bicycle Map*, input from DOTD staff, the metropolitan planning agencies, and other state agencies. Existing bicycle “routes” will be considered by identifying available maps containing routes. These may be from local governments, bicycle clubs, regional planning commissions, etc. The Consultant shall also consider adopted bicycle network plans of the metropolitan areas during this initial network development process.

The Consultant shall develop criteria for defining and selecting national and regional routes to be included in the *Louisiana Bicycle Suitability Map* and *Bicycle Goals Map* in consultation with the Office of Culture, Recreation and Tourism and other agencies responsible for bicycle route planning in neighboring states to coordinate interface and accommodations for future bicycle routes traversing the state of Louisiana.

Following the establishment of this initial “Bicycle Route Network” (Not to exceed 4000 Miles, initially), the Consultant shall compile an initial GIS map feature with this network for subsequent segmentation and data compilation and collection during Task 2.

**Subtask 1.3.** The Consultant shall create a file geodatabase with a statewide georeferenced and topologically correct bike route polyline\_m feature. DOTD will supply input data from the DOTD inventory such as, the Public Roads feature, (STL), (Needs), (AADT) and current Letting List tables to be used for the development of the bike route features. The bike route features will be created using the unique identifier, LRS\_ID, in the public roads feature in ESRI ArcGIS 9.3 or current version.

DOTD will supply base map data for the development of the *Louisiana Bicycle Suitability Map* and *Bicycle Goals Map* in ESRI ArcGIS map documents. This includes/but not limited to the following GIS features: Public Roads, Cities and Communities, Public Management Areas (Federal & State), Parish Boundaries, Louisiana State Boundary, Airports, Ports, Welcome Centers, Rest Areas, State Museums, State Historic Sites, Recreational Areas, Points of Interest, State Parks, National Preserves, Scenic Byways, Water Streams, Water Bodies. It is the responsibility of the Consultant to obtain all other necessary information not supplied through DOTD.

**Subtask 1.4.** Following the approval of the Route Network and the preceding subtasks, the Consultant shall outline the bicycling conditions evaluation data and its needed format. The required data inputs will be compared to available DOTD inventory elements to determine the extent of the data. The Consultant shall evaluate the feasibility and efficiency of using this highway information. If the input data is not contained in the DOTD inventory or is not feasible to import, alternatives to securing the data will be evaluated.

**Subtask 1.5.** The Consultant shall recommend to DOTD other elements to be considered in the bicycle conditions inventory, evaluation, and the eventual conditions mapping process. These shall include not only those items for the data inventory, compilation, analysis and mapping, but also items that would enhance the public's use of the *Bicycle Suitability Map*. Where appropriate, the Consultant team shall research and compile copies of recently published bicycle "suitability" maps by other state DOTs or agencies. Liability issues shall be considered and discussed with DOTD Legal personnel related to what features can be included in the *Louisiana Bicycle Suitability Map* and *Bicycle Goals Map*, supplied by the Consultant in ESRI ArcGIS format 9.3 or current version, and Adobe (pdf) format that can be printed and distributed to the general public by state agencies.

The Consultant team shall also consider various features of Louisiana highways such as constrained bridges, railroad crossings, bridge approaches, intersection grade separations, and other unique topographical characteristics that warrant mapping considerations. The Consultant shall develop parameters and define constrictions that will be included (or not included) on the *Bicycle Suitability Map*.

The Consultant team shall outline the approaches and policies employed by other states with respect to use and dissemination of maps for bicycling on state highway corridors. However, recent practice by other agencies using statistically-reliable bicycling conditions evaluation methodologies, such as the *Bicycle Level of Service Model*, have reduced these issues to primarily the ways of portraying the *other* map elements and characteristics/legends thereof. Review of liability disclaimers appearing on bicycle route conditions maps distributed by other states will also be conducted and presented to the DOTD Legal personnel for approval of liability disclaimers to be used on these maps.

**Subtask 1.6.** Following DOTD's review and approval of the preceding subtasks, a network refinement meeting shall be held at the DOTD office in Baton Rouge. The Advisory Committee, other representatives of the metropolitan areas, as well as other potential stakeholders shall be invited to attend. At the meeting, the Consultant shall outline the above methodology and information and invite comments. Furthermore, and most importantly, the participants shall be invited to review and identify on a printed preliminary study network map any additional routes that they believe should be evaluated and potentially mapped during this project.

This involvement of the advisory committee, the metropolitan areas, and other stakeholders at this strategic point shall be invaluable not only to the efficiency of this state project, but also to the effectiveness of the final bicycle "suitability." Furthermore, a discussion of the approach to the "goals" mapping of Task 3 will help promote coordination of the State's efforts with those of the metropolitan areas. Following the meeting, the Consultant shall recommend to DOTD, the final study network to be inventoried, evaluated and mapped during task 2.

## **TASK 2. COMPILE AND COLLECT DATA, EVALUATE AND PRODUCE BICYCLE SUITABILITY MAP**

Based on the DOTD approved network and methodology of the preceding task, the Consultant shall compile the inventory and existing GIS data; collect field data; evaluate bicycling conditions; create any necessary data; produce the *Bicycle Suitability Map*; present it for public comment; review public input; and produce the final version thereof. Listed below are the needed subtasks to accomplish this.

**Subtask 2.1.** Using the initial compiled map features of Task 1, the Consultant shall inventory, evaluate and create the GIS polyline\_m feature in the file geodatabase. This feature shall be segmented to allow appropriate evaluation (and portrayal) of highway data and bicycling conditions. While it is the goal to maintain consistency with current DOTD database segmentation, some additional sub-segmentation will likely be necessary to more accurately model and portray bicycling conditions.

**Subtask 2.2.** From the evaluation results, the Consultant shall populate the bicycle suitability feature using existing DOTD data and where needed, field inventory. For the purposes of this Scope, field inventory shall be budgeted at 1,000 miles (up to ten days for a two-person data collection team).

**Subtask 2.3.** The Consultant shall evaluate the bicycle “suitability” conditions within the Study Network using DOTD approved methodology from Task 1. The selected routes will be evaluated based on the model selected in the previous task. Route restrictions, if any, will be identified as previously defined. The bicycling “suitability” condition results shall be portrayed in tabular form (using a custom-programmed database spreadsheet) and on a color-coded GIS feature layer in statistically calibrated classes of bicycle “suitability” conditions (A, B, C, D, E, and F). Additionally, while explicitly considered in the Scope-anticipated *Bicycle Level of Service Model* methodology, the presence of paved shoulders shall also be displayed as an additional map element.

**Subtask 2.4.** The Consultant shall produce the draft Louisiana *Bicycle Suitability Map* for DOTD's review and shall meet with DOTD staff and (if desired) the Advisory Committee for review and comment. DOTD comments will be addressed and the draft map prepared for distribution.

The Consultant shall create the *Louisiana Bicycle Suitability Map* in ArcGIS 9.3 or current version. The map size will be ~~thirty-two~~twenty-eight inches in width (West to East) and twenty-six inches in height (North to South). This will be the print production trim size. Tables, charts, and graphs located in the Louisiana *Bicycle Suitability Map* are to be created within ArcMap and have the ability to be updated for future changes. Image files for tables, charts, or graphs if displayed in the “suitability” maps are not acceptable.

The Consultant will create labels and annotation as a feature class within the geodatabase. All labels will be categorized within one annotation feature class using subclasses. It is the Consultant's responsibility to check subclass data for accuracy and verify correct labels are located in correct subclass. The data in each annotation subclass will be of uniform size, width, font, color, etc. Changes for individual labels will be made for placement issues.

The Consultant shall define feature colors on the map using the Pantone 4 color process guide/coated (CMYK). Documentation of the defined Pantone (CMYK) colors shall be in an Excel spreadsheet or Word document describing the feature, color, and CMYK values.

The Consultant shall create thorough Metadata using the US Federal Metadata Standard (FGDC STD-001-1998) for all GIS models, file geodatabases and features. This data will include source data reference, processes to develop the feature, and any additional pertinent information.

**Subtask 2.5.** Following DOTD approval of the draft map, the Consultant shall produce the final draft *Bicycle Suitability Map* and coordinate and conduct presentations for public review and comment by interested citizens and public agencies. DOTD shall disseminate the draft *Bicycle Suitability Map* to all MPOs in the state and to all the LAMA member towns and city governments soliciting their review and comments. Public presentations of the draft map will be made in two locations within the state. After providing a forty-five (45) day response time for public review and comment, the Consultant shall incorporate recommendations and information into the *Bicycle Suitability Map* for review and approval by DOTD.

**Subtask 2.6** The Consultant shall develop the final *Bicycle Suitability Map*. The Consultant shall make final full color map drafts available in Adobe Acrobat (pdf) format as well as an ESRI ArcMap document (mxd). All data collected by the Consultant: GIS models, geodatabase and features, documents, notes, drawings, tracings, and files collected or prepared in connection with this work, except the Consultants personnel and administrative files, shall become the property of DOTD. The Consultant shall make the DOTD-directed revisions to the map and produce one final Client review copy and, after final approval, an ESRI ArcMap (mxd) with all setting and layers that meet project specifications, and two final electronic (pdf) file versions: one (uneditable) version for (optional) web posting by DOTD and the other (editable) version for printing by contract through DOA State Purchasing. DOTD shall produce printing specifications and review and modify printer proofs (if needed). DOTD has the right to exercise their privilege to print any number of maps from the electronic files and subsequently distribute the maps to city and town governments in Louisiana Municipal Association (LAMA), Parish governments, State Planning agencies, Metropolitan Planning Organizations (MPO), state elected officials, legislators, DOTD officials and design personnel, USDOT, FHWA and other appropriate agencies of the federal government.

### ~~TASK 3. GOALS MAP FOR BICYCLE ROUTES WITHIN THE STATE HIGHWAY SYSTEM~~

~~In this task, the Consultant shall identify improvement needs, assess potential bicycling demand and produce the *Bicycle Goals Map* for internal use in DOTD. Several activities within this task may actually occur coincident with Task 1 and/or Task 2.~~

~~**Subtask 3.1.** Establish goals methodology and bicycling improvement recommendation process. The Consultant shall review the results of the bicycling conditions evaluation within the state highway system and develop the methodology for proposing routes to be designated for installation of bicycle friendly improvements as an adjunct to future highway construction. The Consultant shall also investigate the prioritization of the goals. However, the *Bicycle Goals Map* is not intended to identify specific construction priorities. Roadway shoulders will be the primary feature recommended to improve bicycling conditions, pursuant to nationally recognized research. If reliable studies and numerical guidelines are available, and if the specific data has been compiled in the database for the state highway system, side paths or other facility types may be considered and recommended depending on existing conditions in limited cases. In any event, the Consultant shall develop a bicycle facility type selection (and cost estimate) "decision tree" based on compiled data of Task 2 to guide in the identification of general bicycling improvements for the routes considered. The Consultant shall not proceed with the subsequent subtasks without DOTD's review and approval of a bicycle improvement recommendation "decision tree".~~

~~**Subtask 3.2** Determine improvement needs, opportunities and potential transportation/ recreational travel demand. Following the DOTD's approval of Subtask 3.1 items, the Consultant shall identify the bicycle improvement goals and opportunities within the state highway system while keeping with the approved methodology. This shall be done considering the results of the bicycling suitability evaluation and considering the collected and/or compiled roadway cross sectional suitability data, both derived from Task 2 activities.~~

~~Further, the improvement needs identification shall be made considering potential bicycle usage. The Consultant shall consider bicycle demand/usage for the purpose of establishing general priorities to incorporate features needed to improve bicycle accommodation of selected state highway when future roadway improvements are designed and constructed.~~

~~Needed inputs to estimate potential bicycle usage will be identified. A determination will be made concerning the availability of data and project resources at the DOTD needed for an explicit demand analysis such as the *Latent Demand Method* (Guide to Estimating Non Motorized Travel Demand. Federal Highway Administration, Washington DC 1998). Where data or resources are not available, alternative methods for obtaining estimates of need will be assessed. It is likely that a surrogate may include a public involvement component in tandem with the workshops of Task 2. In this option, public outreach (electronically via the MPO and LAMA "network" established in Task 2.4)~~

would be implemented to allow people throughout the state to identify on response maps the areas that they perceive exists high potential for utilitarian bicycle travel and/or recreational travel demand. This approach is employed by many metropolitan regions and states throughout the United States with great success, it not only provides an excellent source of data for the project, but it also fosters a significant amount of good will throughout the State for initiating agency. It is anticipated during this "demand identification" process that routes having a relevant interface with local bicycle trip generators and significant regional and national routes for recreation, tourism and transportation will be identified for inclusion in the *Bicycle Goals Map* for bicycle improvements to the state highway system.

**Subtask 3.3 — Establish improvement costs (per mile).** The Consultant Team shall research and recommend average cost per mile of up to three general bicycle facility types. They shall use DOTD historical data or where needed for augmentation, data from other jurisdictions within Louisiana.

**Subtask 3.4 — Establish general goals priority; produce *Bicycle Goals Map*.** Using the approved methodology from Subtask 3.1, the Consultant shall evaluate the routes within the study network and portray them with a GIS layer using the same GIS map as used in Task 2.

The Consultant shall create the *Bicycle Goals Map* in ArcGIS 9.3 or current version. The map size will be thirty-two inches in width (West to East) and twenty-six inches in height (North to South). This will be the print production trim size. Tables, charts, and graphs located in the *Bicycle Goals Map* are to be created within ArcMap and have the ability to be updated for future changes. Image files for tables, charts, or graphs if displayed in the "goals" maps are not acceptable.

The Consultant shall create labels and annotation as a feature class within the geodatabase. All labels will be categorized within one annotation feature class using subclasses. It is the Consultant's responsibility to check subclass data for accuracy and verify correct labels are located in the correct subclass. The data in each annotation subclass will be of uniform size, width, font, color, etc. Changes for individual labels can be made for placement issues.

The Consultant shall define feature colors on the map using the Pantone 4 color process guide/coated (CMYK). Documentation of the defined Pantone (CMYK) colors shall be in an Excel spreadsheet or Word document describing the feature, color, and CMYK values.

The Consultant shall create thorough Metadata using the US Federal Metadata Standard (FGDC STD-001-1998) for all GIS models, file geodatabase and features. This data will include source data reference, processes to develop the feature, and any additional pertinent information.



~~**Subtask 3.5** The Consultant shall produce the draft plan of the Louisiana *Bicycle Goals Map* for public presentation at two locations within the State. Response from public presentation and the website posting of the *Bicycle Goals Map* will be documented and presented for DOTD review. Upon receipt of review comments from DOTD, the Consultant shall be authorized to prepare a final draft of the Louisiana *Bicycle Goals Map* for review and approval by the department.~~

~~**Subtask 3.6. Produce final report and goals map.** The *Bicycle Goals Map* will serve as a guide for designers planning future highway improvements to the state system. The Consultant shall provide DOTD with final full color map drafts available in Adobe Acrobat (pdf) format as well as an ESRI ArcMap document (mxd). All data collected by the Consultant: GIS models, geodatabase and features, documents, notes, drawings, tracings, and files collected or prepared in connection with this work, except the Consultants personnel and admin files, shall become the property of DOTD. The Consultant shall make the DOTD directed revisions to the map and produce one final Client review copy and, after final approval, an ESRI ArcMap (mxd) with all setting and layers that meets our specifications, and two final electronic (pdf) file versions: one (uneditable) version for (optional) web posting by DOTD and the other (editable) for printing by contract through DOA State Purchasing. DOTD shall produce printing specifications and review and modify printer proofs (if needed). DOTD has the right to exercise their privilege to print any number of maps from the electronic files and subsequently distribute the maps to cities and town governments in Louisiana Municipal Association (LAMA), Parish governments, State Planning agencies, Metropolitan Planning Organizations (MPO), state elected officials, legislators, DOTD official and design personnel, USDOT, FHWA and other appropriate agencies of the federal government.~~

## REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual

14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

### **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation of **\$125,000**.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **360 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in the planning and design of bicycle facilities.
3. The Prime-Consultant must employ on a full-time basis, **or through the use of a Sub-Consultant(s)**, one individual having a minimum of three years experience in Geographic Information Systems (GIS).
4. The Prime-Consultant must also employ on a full-time basis, **or through the use of a Sub-Consultant(s)**, one individual having a minimum of five years experience in the planning and design of bicycle facilities and knowledge of AASHTO recommended guidelines for the planning, design and operation of bicycle facilities.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and

review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4; \*

\* All respondents will receive a 4 in this category

\*\* The Planning and Feasibility Studies (PL) performance rating will be used for this project.

Complexity Level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Brian Parsons – Project Manager
3. Brian Reigh
4. Byron Becnel
5. Terri Monaghan
6. Ann Wills

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **737-99-1091**, and will be submitted **prior to 3:00 p.m. CST on Monday, July 1926, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1989

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.